DOCUMENT RESUME

VT 004 371

ED 021 997

MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962, MDTA HANDBOOK. CHAPTER II, TRAINING NEEDS SURVEY.

Bureau of Employment Security (Dept. of Labor), Washington, D.C.
Pub Date Mar 65
Note- 24p.
EDRS Price MF-$0.25 HC-$1.04
Descriptors- *DATA COLLECTION, *EDUCATIONAL NEEDS, EMPLOYMENT OPPORTUNITIES, *FEDERAL PROGRAMS, *MANPOWER NEEDS, *OCCUPATIONAL SURVEYS, VOCATIONAL EDUCATION
Identifiers- MDTA Programs, Manpower Development and Training Act

Estimates of area occupational training needs are required or establishing training or retraining programs under federal legislation. Procedures for identifying occupations in short supply are described: selecting occupations for review, surveying selected occupations and establishments, and tabulating and analyzing data. Instruments included are (1) a checklist for determining minimum training needs, by occupation, (2) a sample letter for introducing a training needs survey, (3) an employer report on manpower needs in selected occupations, parts I and II, (4) a worksheet, summary of occupational data, and (5) a worksheet-estimated 1-year supply and demand, selected occupation. Specific instructions are are given for using each instrument. (JM)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

C.1

MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962

MDTA HANDBOOK - CHAPTER II

TRAINING NEEDS SURVEY

U.S. DEPARTMENT OF LABOR
Bureau of Employment Security
United States Employment Service
Washington, D.C. 20210

March 1965

VT004371
ED021997

MDTA HANDBOOK - CHAPTER II

TABLE OF CONTENTS

		Page No.
I.	INTRODUCTION	1
II.	SELECTION OF OCCUPATIONS FOR REVIEW	2
III.	SURVEY OF SELECTED OCCUPATIONS AND ESTABLISHMENTS	7
	A. Methods for Collection Data	7
	B. Preselection of Occupations	8
	C. Confidential Employer Schedule	8
IV.	TABULATION AND ANALYSIS OF DATA	17
	A. Tabulation of Data from Employers	17
	B. Estimating Available Qualified Worker Supply	19
	C. Analysis of Supply and Demand	20
	D. Potential Trainee Supply	22

MDTA HANDBOOK - CHAPTER II

MANPOWER DEVELOPMENT AND TRAINING ACT OF 1962

HANDBOOK ON
TRAINING NEEDS SURVEY

I. INTRODUCTION

Estimates of area occupational training needs are required to establish training programs to meet local employment problems, as well as for the training or retraining of workers in connection with such legislation as the Area Redevelopment Act (ARA), the Manpower Development and Training Act (MDTA), the Vocational Education Act, and the Economic Opportunities Act. Studies to determine training needs will generally be conducted to select shortage occupations for which training can be given or to determine existing shortage occupations that offer suitable employment for workers displaced by plant closings or other types of mass layoffs.

This Handbook sets forth procedures for quickly identifying occupations in short supply for which training courses can be initiated. There are four sections: Introduction, Selection of Occupations for Review, Survey of Selected Occupations and Establishments, and Tabulation and Analysis of Data. Section II, which describes a method for selecting shortage occupations from a review of available local office records, is useful for a quick preliminary assessment of training needs. Sections III and IV describe a survey method for estimating net training requirements and for analyzing the results of such a survey.

In all surveys, the area for which information is gathered refers to specific labor market areas to which training needs studies are to be related. Geographical boundaries of such areas should be clearly defined so as to eliminate the possibility of preparing duplicate training plans to cover a single occupational shortage, or other errors that might result from overlapping jurisdictions. Wherever a labor area definition exists, it should be utilized to insure that training needs survey data are comparable with other area information, such as labor area bulletins and ES-219. In some situations, however, demand for another area may be included or supply of labor may be available for work outside the area surveyed. In such cases, coordination among areas is necessary to avoid duplication of the same demand and supply data. Whenever surveys must be made in multistate labor areas, States will be responsible for the preparation of all needed information concerning their segments of the area. Where this situation exists, the establishment of an effective areawide training program will require considerable cooperation between the affected States.

Training needs surveys should be made when information available to the local office indicates a need or possible need arising out of internal operating activities or from community sources such as local industry groups, school authorities, or local advisory committees.

Training needs surveys are designed for the formulation of training needs projects. As scientific sampling procedures are not followed in the conduct of these studies, the data developed are not inflatable to the universe and are therefore not representative of the entire training

needs of the occupation in the community, Because of these limitations, these data--and particularly numerical estimates of shortages in specific occupations--are not suitable for publication. The use of such data by the State agency for public information should therefore be limited to statements indicating that the surveys showed that there are shortages or unmet needs in the occupations studied.

II. SELECTION OF OCCUPATIONS FOR REVIEW

In any area, before studies of occupational training needs are undertaken, occupations which are generally hard to fill should be identified. The choice should be guided by two considerations--the purpose for which the study is being made, and the relative numerical demand for workers in the selected occupations.

Where training need studies are related to legislation, selection of occupations will be influenced by the amount of training time provided under the applicable legislation. Under the ARA, for example, retraining subsistence payments are provided for a period not to exceed 16 weeks. The MDTA makes provision for weekly training allowances for a period not to exceed 52 weeks with 20 additional weeks available for basic education. In addition, some State laws permit the payment of unemployment compensation to trainees in approved training courses. It is evident that the scope, content, and level of occupational training that can be given will vary widely depending upon the law that applies.

Where a survey is made as a basis for readjustment of workers involved in mass layoffs, consideration should be given to collecting information about the opportunities available in the occupations related to those that predominate among the workers who have been or are about to be displaced.

The process of selecting occupations relies largely on the use of available job market knowledge and information concerned with shortages occupations in a community, much of which is compiled as a part of continuing job market research by area labor economists. Employment service personnel responsible for developing information on occupational training requirements should, as a first step, make preliminary listings of occupations that require a significant degree of skill suitable for systematic training with a duration of at least 2 weeks. Occupations that meet the following criteria should be considered:

1. Jobs on the local office shortage list, i.e., occupations in which there is a persistent and continuing demand for workers for which there is little or no adequate supply.

2. Numerically significant occupations in an area where such factors as high rates of withdrawals and retirements create a continuing demand for workers.

3. Occupations which are relatively small numerically, but for which there may be an increasing future demand because of expansion plans and impending technological changes in existing industries or to meet needs of new plants definitely known to be entering the area.

MDTA HANDBOOK - CHAPTER II

Listed below are sources of data recommended for use in preparing a list of shortage occupations:

1. Local employment office operating data:

    a. Job openings on file during the last 6 months.
    b. Job orders cancelled during the last 6 months because of lack of suitable applicants.
    c. Job orders placed in clearance in the past 3 to 6 months.
    d. Local office employer records providing information on staffing patterns and other data relating to occupational changes resulting from scheduled contractions or expansions.
    e. Occupational requirements data included in recently completed (2 years or less) skill survey reports.
    f. Job vacancy data over a period of time, where such information is available.

2. Information from other sources:

    a. Interviews with members of local business, labor, and educational groups to identify training needs.
    b. 1960 Census of Population Tabulations of Employment, by Industry and Occupation. These data are best used as a means of indicating the industries in which various local occupations are concentrated. When used, such data should be qualified by additional information available regarding significant changes in the occupational composition of local industries resulting from automation and other developments.
    c. Where available, ES-219 information relating to industry and occupational labor needs.
    d. Information on occupational supply and demand developed in the compilation of industry briefs and occupational guides.
    e. Newspaper classified want ads should be checked.

Data obtained from the sources listed above should be tabulated for each occupation. Worksheet 1 illustrated a method for making such a tabulation. When completed, the tabulations will provide an initial indication of the occupations that offer the best potential for area training programs. This information is to be used in determining which occupations are to be surveyed.

The procedure for identifying shortage occupations depends on the review of various local office records that would be expected to show evidence of shortage situations. Such a review should be made by experienced placement officials with good knowledge of the local area economy. If the occupation shown is numerically small (on Worksheet 1) and is not an occupation in which the Employment Service normally does business, then unions or employers should be contacted to verify the training need.

MDTA HANDBOOK - CHAPTER II

The different sources of information should be reviewed and evaluated separately, preferably by different reviewers. A judgmental factor is necessarily involved but some guidelines might be noted. If the evidence of demand for the occupation is persistent, it is more likely to be significant than if it occurs infrequently. The size of the demand may be important, but it is necessary to determine whether it relates to an atypical or seasonal situation. If the demand for the occupation tends to show a consistent growth pattern, it may point to a coming need. The frequency of a shortage may be quite as important as its size. The absence of applications on file may be significant if the occupational demand is one that ordinarily comes to the local office. In occupations that are seldom referred through the employment service, greater reliance should be placed on employer records, skill surveys, and job vacancy information, where available.

Worksheet 1. Checklist for Determining Minimum Training Needs, by Occupation

_____ Labor Area _____ (Date)

		INFORMATION SOURCE						
		Current Local Office Unfilled Job Openings						
D.O.T. Code No.	Occupational Title	Total	No. Open 30 days or more	Openings on Canceled Job Orders Past 6 months	Employer Needs (from employer records)	Prior Area Skill Survey	Current Clearance Orders	Training Needs Summary
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Comments: _____

Worksheet 1 Instructions

Column 1--Enter the DOT code, by 5 or 6 digits for each occupation selected for review.

Column 2--Enter the occupational title (DOT) for each occupation. The title by which the occupation may be shown in the area should be also noted, if applicable.

Column 3--For each occupation listed, enter the number of unfilled job openings as shown on employer orders currently on file.

Column 4--Enter in this column the number of local office openings reported under Column 3 which have been open 30 days or more.

Column 5--In Column 5, enter the number of job openings that have been cancelled during the past 6 months because of lack of qualified applicants.

Column 6--Information for this column may be obtained from the employer record card (ES-330), and other local office information available about such matters as employer expansion plans and worker needs. In Column 5, enter the number of current or anticipated employer needs, if reported.

Column 7--In this column, enter the number of workers expected to be required during the next 1- or 2-year period as reported in prior area skill surveys. Use only data from surveys that have been conducted during the past 2 years.

Column 8--Using data from interoffice clearance orders, enter the number of job openings. Only the job order holding office should list these job openings.

Column 9--Based upon the data posted in columns 3, 4, 5, 6, 7, and 8, enter the minimum number of trained workers who will be required in each occupation by area employers during the next year. Care should be taken that duplication of data does not occur; i.e., job openings listed on local office job orders may also be reported on employer record cards and should, therefore, be counted only once for purposes of this column. Data in columns 3 through 8 are not necessarily additive; e.g., labor shortages indicated in an area skill survey are not identifiable by employer and may include items listed in other columns of the worksheet.

Note: Space is provided on the form for additional comments relating to specific occupations on such matters as special sources of shortage information, availability of job opportunities outside of the area, and information tending to qualify indicated shortages.

III. SURVEY OF SELECTED OCCUPATIONS AND ESTABLISHMENTS

This section describes the method of collecting the information from employers and the survey schedule. Special efforts should be made to publicize the survey and its timing in advance through newspapers, radio, and television and by contacts with cooperating employer associations, businessmen's clubs, and other civic groups. If time permits, letters might be sent to employers in advance explaining the significance of the survey, seeking their cooperation, and notifying them of the approximate time that the information will be sought.

The method is designed to pinpoint particular labor shortages and to evaluate the degree of the shortages in the most expeditious manner. It is based on a survey of selected occupations and establishments, and provides for the use of occupational data collected from employers without expansion or inflation to estimated totals for the area. For most purposes, this method will be appropriate for determining occupational manpower shortages and training needs. It is designed for use when information on occupational training requirements is needed: (1) for a relatively small area, e.g., an area which is not in the ES-219 reporting program; (2) for a limited number of occupations regardless of size or area; or (3) for occupations which are concentrated in a few large establishments.

A. Methods for Collecting Data

The number of job openings, recent cancellations of unfilled openings, and openings in clearance may be used as indicators of the existence of demand. By contacting (through personal visit or telephone) a few firms known to employ workers in the occupation, it should be possible to determine the existence of a demand within a few days. The labor requirements in the surveyed establishments should then be related to the number of qualified persons registered in the local office (see page 19). If the demand in these few firms, as indicated by the telephone contacts or visits, clearly reveals an existing shortage, this would be sufficient to provide the basis upon which to establish a training need. For most MDTA and ARA purposes, this method is especially adaptable to the collection of information on a limited number of occupations or a single occupation from a selected list of employers, and can be applied in an informal way with a minimum expenditure of manhours.

Firms contacted in this type of telephone or personal visit survey will usually be "major market" reporting establishments selected on the basis of local office knowledge as to whether they offer employment in the selected occupations. Smaller establishments should also be contacted if they have significant employment in occupations in which it is believed that shortages exist, for example, small auto repair shops may be included in a survey of mechanics even though they may not qualify as major employers.

A more extensive survey (for surveying several occupations or occupations which employ large numbers of workers in several industries) may be conducted by means of a mail schedule. When mail solicitation is used, the schedule should be accompanied by a letter indicating:

1) the purpose of the survey; 2) the nature of the information needed; 3) the importance of the data for providing trained workers in appropriate numbers when needed; 4) that individual plant data will be protected against disclosure; 5) a submittal date; and 6) that cooperation is essential to the success of the study. A sample letter is shown on page 11. A prepaid return envelope should be included to facilitate return of the completed schedule.

In addition to the mail schedules, personal visits should be made to those establishments which comprise the top 50 percent (in terms of employment) of the establishments included in the survey for each industry or industry group.

A 2-week deadline would usually be appropriate for completion and return of mail schedules. Telephone calls, follow-up letters, and personal visits should be used for follow-up of employers who do not return the mail schedule within the requested period.

B. Preselection of Occupations

Occupations will be selected using the methods described in Section II. They should be prelisted on the Employer Report by occupational titles most meaningful to area employers. Brief descriptions of listed occupations should be provided either with the occupational title on the employer schedule, or on an attached instruction. Prelisted occupations should consist of a group of related occupations which are relatively common in the industry or industry groups being surveyed. Provision should also be made for respondents to list plant titles and data for additional related occupations which they regard as shortage occupations at the bottom of the form. Information on write-in occupations that are not related to listed occupations, provides valuable intelligence on shortage occupations that should be considered in the preselection of occupations for subsequent studies.

C. Employer Schedule

The employer schedule (part 1) provides for the collection of the following basic information from employers.

1. Total current employment in the establishment, and total employment expected in the forecast period. The forecast period used by the agency is dependent upon the type of training for which the survey is being conducted. For ARA training purposes, the agency may use a forecast period of 6 months or of 6 and 12 months, while for MDTA training purposes, the period may be 1 year or 1 and 2 years. The forecast period, as determined by the purpose of the survey, should be specified on the schedule before it is submitted to employers. Training needs surveys for MDTA purposes should not be combined with surveys done for ARA, i.e., the schedule should not attempt to ask for employment needs over both ARA and MDTA forecast periods. The employer schedule illustrated on page 12 is designed for MDTA training purposes and uses forecast periods of 1 and 2 years.

2. Current total employment in selected occupations.

3. Total worker requirements by occupation to meet production or operating schedules planned in the forecast period.

4. An estimate of the number of additional workers needed during the forecast period for replacement of workers promoted to other occupations or separated because of death, retirement, or other withdrawals from the labor force (excluding turnover).

5. Current job vacancies. Job vacancies are defined as current unfilled job openings which are immediately available for occupancy by workers from outside the firm for which the firm is actively seeking such workers. Included are full-time, part-time, permanent, temporary, and short-term job openings.

6. The number of current job vacancies which have been open 30 days or more.

7. The number of workers expected to complete plant training programs during the forecast period.

Instructions for completion of the schedule by the employers accompany the schedule. Brief statements of broad economic assumptions should be included with the instructions to employers in order to assure uniformity of approach in their projections of future requirements.

The employer schedules should be accompanied by a questionnaire (designated as Employer Report, Part 2) to gather supplementary information which may aid in the analysis of the collected data. This questionnaire should be submitted to all surveyed employers and should request information on such subjects as:

1. The number of additional workers of all kinds that would be hired if specific highly skilled shortage jobs were filled.

2. Employment effects of plant expansion or modernization projects planned during the forecast period.

3. Employment effects of expected shifts in industrial activity over the forecast period.

4. Suggestions or recommendations concerning specific kinds of occupational training needed most in the area (on-the-job training and vocational).

A sample employer schedule and questionnaire are presented on the following pages.

SAMPLE LETTER
for introducing Training Needs Survey

Name of Agency
and
Address

Dear : Date

Some jobs, even in periods of high unemployment remain unfilled because of a lack of qualified persons. Accordingly, legislation such as the Manpower Development and Training Act of 1962 and the Vocational Education Act of 1963 have been passed for the purpose of facilitating training or retraining unemployed workers to meet employers' requirements.

In order to determine what manpower training needs exist in (name of area), the (name of State) Employment Service is undertaking a survey of area employers. To help us identify present and future manpower shortages, you are being asked to provide information on manpower requirements for certain occupations which are believed to be in short supply in your industry. If you have other manpower shortages, please add to the pre-listed occupations by using the spaces provided on the questionnaire.

The information which you and other employers supply will enable us to estimate the number of workers that could be employed in shortage occupations if they were to receive and successfully complete appropriate training.

Be assured that all information supplied by you will be kept confidential.

Please return the report by _____ in the enclosed pre-addressed, postage free envelope. If you have any questions, please call Mr. _____ on (telephone number).

Your cooperation and assistance will be greatly appreciated.

Sincerely yours,

_____ Office Manager

(local office address)

(City and State)

Enclosures

Budget Bureau No. 44-R1263

Employer Report on Manpower Needs in Selected Occupations--Part 1

Employer's Name _____
Address _____
Industry _____ EI No. _____
(Box to be filled in by State agency)

Information reported on this form is strictly confidential, and will not be revealed to any unauthorized person nor published in such a manner that data relating to individual companies can be identified.

(State Agency Name and Address)

BEFORE ENTERING DATA, PLEASE READ ATTACHED INSTRUCTIONS

A A. Total number of employees on payroll for period ending (Date) : _____

B. Total number of employees you expect to have on payroll--One year from now: _____
--Two years from now: _____

C. Please indicate your manpower needs by completing columns 3 through 12 below for each occupation listed. List any additional occupations for which you are having difficulty finding qualified workers at the bottom of the form.

DOT Code	Occupational Title	Current Employment	Required Employment at the end of:		No. of Workers Needed for Replacements 1/ in:		No. of Current Job Vacancies		Workers Completing Plant Training Programs in:	
			1 yr.	2 yrs.	1 yr.	2 yrs.	Total	No. open 30 days or more	1 yr.	2 yrs.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

1/ Based on your experience in the past year, estimate the number of workers you will have to replace in the next 1 and 2 years because of promotions or because of workers leaving the labor force for reasons such as death, retirement, disability, or entry into the Armed Forces. Workers who are separated because of a reduction in force, poor performance, misconduct, etc., or workers who voluntarily quit to seek or accept other jobs or withdraw temporarily from the labor force should be excluded from the replacement totals.

MDTA HANDBOOK - CHAPTER II

EMPLOYER REPORT, PART 2

In addition to the information you have provided on the preceding survey schedule, you are requested to supply the following additional information that will be helpful in planning needed training programs.

1. If you indicated changes on the schedule in total employment or in any of the occupations listed which might be considered significant in view of the amount of change or the occupation involved (item 3 and Cols. 4 and 5 on the schedule), please discuss in the space provided below the reasons for such a change. The reasons for such changes could be related to the effects of automation, plant expansion, new orders, new products, loss in business, etc.

_____

_____

_____

_____

_____

_____

_____

(Please use reverse side if more space is needed)

2. Please list in the space provided below the occupations in your establishment for which training is most needed to provide better qualified workers.

a. Plant Training (Including Apprenticeship)	b. Vocational School Training

3. In some instances, it is not possible to hire workers in certain occupations until a higher level occupation has been filled. If this situation exists in your establishment, please indicate:

EMPLOYER REPORT, PART 2(Cont'd)

a) the higher level occupation, and b) the number and types of additional workers which could be hired if this higher level occupation were filled.

a. _____ b. _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

4. If you anticipate shifts in industrial activity over the forecast period, please discuss their effects on employment in the space provided below.

_____

_____

_____

_____

_____

_____

MDTA HANDBOOK - CHAPTER II

INSTRUCTIONS, EMPLOYER REPORT

For the purpose of this survey, please consider the following assumptions when furnishing the requested information.

1. Qualified workers will be available to meet any anticipated employment needs.

2. The present long-term trend of economic growth of the United States will continue with no major setbacks for the next few years.

3. Scientific and technological advances will continue, affecting industrial production methods, manpower requirements, and consumption patterns.

4. The present-day normal workweek at your firm will continue through the forecast period.

5. Employer's current plans for plant expansion or modernization will materialize according to schedule.

SECTION A. Total Number of Employees. Enter the total number of workers on all payrolls of your establishment who worked full- or part-time or received pay for any part of the pay period including the 12th of the month indicated on the schedule. Include persons on vacation and sick leave who received pay directly from your firm for the selected pay period, but exclude persons on leave without pay, pensioners, and members of the Armed Forces carried on the rolls but not working during the pay period reported.

SECTION B. Total Required Employment in 1 Year and 2 Years. Enter in the space provided the total number of employees you expect to have 1 year and 2 years from now.

SECTION C. Manpower Needs by Occupation

Column 1. DOT Code. To be filled out by the State agency.

Column 2. Occupational Title. Occupations grouped by skill level are listed. If you neither employ nor expect to require a worker in any one of these occupations, draw a line through that occupational title. Please add in the space provided at the end of the appropriate skill level grouping any additional occupation(s) in which you have current vacancies or expect to require either more or fewer workers in the next 1- or 2-year periods.

MDTA HANDBOOK - CHAPTER II

INSTRUCTIONS, EMPLOYER REPORT

Column 3. Current Employment--Total. Enter the total number of workers presently employed in each occupation. Include both full-time and part-time workers. Do not include trainees in plant training programs.

Columns 4 and 5. Required Employment in 1 Year and 2 Years. Enter the total number of workers you will require in each occupation 1 and 2 years from now (that is, the number of workers in the occupation at the end of the forecast period). Please refer to the assumptions noted at the beginning of these instructions.

Columns 6 and 7. Number of Workers Needed as Replacements--1 and 2 Years. For each occupation, enter the total number of workers you estimate will have to be replaced in the next 1 and 2 years because of promotions or those leaving the labor force for reasons such as death, retirement, disability, or entry into the Armed Forces. Workers who leave to seek or accept other jobs in the same occupation, or withdraw temporarily from the labor force, should be excluded. These replacement estimates should be based upon your experience for the previous year.

Column 8. Number of Current Job Vacancies--Total. Enter the number of current vacancies in your establishment for each occupation. If none, enter (0). Job vacancies are defined as current, unfilled job openings which are immediately available for occupancy by workers from outside the firm and for which the firm is actively seeking such workers. Included are full-time, part-time, permanent, temporary, seasonal, and short-term job openings.

Column 9. Number of Current Job Vacancies--Number Open 30 Days or More. For each occupation, enter the number of job vacancies which have been open for 30 days or more.

Columns 10 and 11. Workers Completing Plant Training Programs--1 and 2 Years. For each occupation enter the number of trainees in plant job training programs who are expected to complete training in 1 year and 2 years.

Please return completed Employer Report in the attached envelope. If you have any questions, please call the _____ Employment Security Agency

_____
(name of person to contact)

_____
(address)

_____
(telephone number)

IV. Tabulation and Analysis of Data

A narrative analysis and tabular summary (Worksheet 3) of the principal survey findings will prove a useful tool for helping to determine area training needs. The sound judgment of responsible employment service staff including the local area labor economist is also necessary in making selections of trainable occupations. Consideration should be given to the following factors as they affect future employment opportunities for each occupation considered for training:

1. Whether the occupation is in an expanding or declining industry;

2. If worker demand for the occupation is susceptible to decline due to expected mechanization or automation developments; and

3. Whether projected worker requirements appear to be a result of temporary or seasonal influences or conform to long-term trends.

Local office knowledge of changes anticipated in the industrial structure of the area economy should prove useful in reaching conclusions about occupational training needs. Technical advice from specialists on area manpower committees set up in connection with the ARA or MDTA should also be utilized whenever possible.

A. Tabulation of Data from Employers

The employer schedule and method of collecting data are described in Section III. Data from completed employer schedules should be used to compile a summary of occupational data for each occupation. Worksheet 2 is provided for use in making these summary tabulations. The sample worksheet 2 illustrated on page 18 is designed for tabulating the data for each occupation, using a forecast period of 12 months. A similar table could have been prepared using 6 months or 24 months as the forecast period, depending on the purpose of the survey.

Worksheet 2. Summary of Occupational Data
(Month and Year)

Occupation_____ DOT Code_____ Forecast Period_____

E.I. Number	Firm Name	Current Employment	12 Mos. Hence	Expansion Needs Next 12 Mos.	Number of Workers Needed for Replacements Next 12 Mos.	No. of Current Job Vacancies		Workers Completing Plant Training Programs Next 12 Mos.
						Total	No. open 30 days or more	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Instructions

Note: The Columns on this worksheet, with the exception of columns (1), (2), and (5), are also on the Employer Report suggested for use in the survey.

Column (1)--Enter the employer E.I. number or other identification number used to designate a specific firm.
Column (2)--Enter the name of each employer.
Column (3)--Enter the total current employment for this occupation in each firm as of the survey date.
Column (4)--Enter the total estimated employment in this occupation for 12 months hence as reported by each employer.
Column (5)--Enter the expansion needs which are calculated by subtracting total employment, column (3) from expected future employment, column (4).
Column (6)--Enter the number of workers who will be needed for replacements because of death, retirement, or upgrading during the next 12 months.
Column (7)--Enter the number of current vacancies for which employers are actively recruiting workers.
Column (8)--Enter the number of vacancies which have been open 30 days or longer.
Column (9)--Enter the number of workers who will be completing plant training programs in this occupation during the next 12 months.

The data for individual firms in columns (3), (4), (5), (6), (7), (8), and (9) should be added vertically to obtain totals for the occupation for the area for use in estimating new worker needs.

B. Estimating Available Qualified Worker Supply

1. Unemployed Supply. Usually the best source of information on the occupational characteristics of local unemployed workers will be the local office active file. Tabulations of claims data by occupational code are also useful. The basic method for determining available qualified worker supply from the unemployed is to make an active file count of qualified applicants who meet normal employer hiring specifications for each of the surveyed occupations.

   In making determinations of qualified worker supply, individual ES-511 applicant cards on file in the local office should be screened carefully to ascertain whether qualifications of registrants are consistent with the performance requirements for the occupation.

   There are two classes of information on the ES-511 about an applicant which represent the major sources of evidence about his qualifications for employment in a specific occupation. The first, work experience (items 15-39, etc. seq., ES-511) allows evaluation of an applicant's qualifications in terms of content, duration and recency of the specific, or closely related jobs. Education and training data (item 14, ES-511) should also be evaluated for duration, content and recency. It is important that, when such information is available, an objective evaluation of the applicant's personal characteristics be made. Knowledge of personal characteristics such as emotional instability, physical status, and other personal traits that would adversely effect the individual applicant's skill and ability for job performance is extremely useful. This information should always be related to the other, more specific evidences of an individual applicant's occupational qualifications to help determine whether the applicant should be counted as a part of the available qualified worker supply.

2. Trainee Supply. The number of in-plant trainees for each occupation should be entered in column (10) on the appropriate line in Worksheet 3 (page 21). The number of additional entrants into the occupations that can be expected from other training sources should be entered on the appropriate line in column (11) of Worksheet 3 (page 21). Numbers of these entrants can best be determined by gathering from local school authorities, apprenticeship councils, and trade unions, their estimates of persons expected to complete full-time training programs or courses that will qualify them for the listed occupations within the next year.

Care should be exercised to avoid double counting of trainees in this procedure. For example, an individual may be included by an apprenticeship group as a trainee for a specific occupation and, at the same time, may be included in an evening school count because the trainee was also taking related courses in an evening school. Overstatement might also result from failure to take into account the expected drop-outs from schools and other training agencies. It may be assumed that there will be a certain amount of attrition within the ranks of any group of beginners in training programs. Therefore, in computing available trainee data from class enrollments or expected enrollments, allowance, based on past experience, should be made for these losses.

Overstatement of future labor supply may also result from counting graduates of vocational or technical schools as available skilled workers when, in reality, such workers must undergo additional training to qualify as skilled workers. The extent of this additional training varies with occupation and area. Allowances, based on knowledge of local practices, should be made in estimating future labor supply from this source.

Other sources of labor must be considered in the final evaluation of future labor supply, such as in-migration and workers within a plant that will be upgraded during the forecast period. Skill development on the job would not be reported as in-plant training, yet many jobs are filled by progression from lower to higher skill assignments.

C. Analysis of Supply and Demand

A summary of future demand and supply for workers in surveyed occupations will be prepared in the following manner using Worksheet 3 (page 21):

1. From Worksheet 2, list occupational demand data from surveyed firms.
2. Add unfilled job openings on file from firms not included in the survey for each occupation to arrive at a more complete count of area occupational demand.
3. Determine available qualified supply as shown above.
4. Compare occupational demand with supply estimate to approximate occupational training needs. A net shortage or surplus for each occupation cannot be estimated definitely since the occupational demand data obtained are not inflated to estimated area totals. Supply estimates will more nearly approach the total for the area than will demand estimates based on the needs of a selected group of employers. When sampled demand exceeds total supply, it can be assumed that an occupational shortage exists and

Worksheet 3. Estimated One-Year Supply and Demand--Selected Occupations,
_____ Labor Area, (Date)

Occupation	Current Employment	No. of Current Job Vacancies		Labor Demand				Labor Supply				
		Total	No. open 30 days or more	12-month Expansion Needs	12-month Replacement Needs	Unfilled Job Openings	Total Needs	Qualified Active File Workers	12-month Company Training Output	Other Training Facility Output	Total Available Supply	Net Labor Needs
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

This worksheet presents a comparison of 12-month labor supply and demand estimates obtained for use in determining those occupations for which there exist significant training requirements 1/.

Instructions

Column (1)--List all surveyed occupations.
Column (2)--Enter for each occupation current employment from the summary tabulation worksheets (worksheet 2).
Column (3)--Enter for each occupation total current vacancies from the summary tabulation worksheets.
Column (4)--Enter for each occupation the number of current vacancies which have been open 30 days or more from the summary tabulation worksheets.
Column (5)--Enter for each occupation total 12-month expansion needs from the summary tabulation worksheets.
Column (6)--Enter for each occupation 12-month replacement needs from the summary tabulation worksheets.
Column (7)--Enter for each occupation the total number of unfilled job openings that are on file for firms that were not included in the survey.
Column (8)--Summarize in this column the data from columns (5), (6), and (7).
Column (9)--Enter the active file count of available qualified applicants who meet normal employer hiring specifications for the occupation.
Column (10)-Enter for each occupation the figure from column (9), worksheet 2.
Column (11)-Enter an estimate of the number of qualified workers for each occupation that will be available from existing local training facilities such as technical, business, and vocational schools during the next year.
Column (12)-Enter here the sum of the data in columns (9), (10), and (11). If this figure is adjusted for under-enumeration of qualified unemployed, explain in footnote.
Column (13)-Enter here the difference between column (8) and column (12). If supply is greater than demand, enter the figure in parentheses.

1/ Six months or 24 months may have been used, depending on the purpose of the survey.

that there is a need for training although the actual total need may be understated. If the response ratio is low and the sampled demand is below the supply, this would indicate a need for further surveying until valid determinations can be made. Caution should be used in making a determination of an occupational training need, especially when small numbers are involved.

Although Worksheet 3 illustrated on page 21 provides for estimates of shortages within a 12-month period from the time of the survey, this method can also be used for arriving at approximations of training needs for other forecast periods.

Under the recommended procedures for processing occupational information, data indicating the extent of worker shortages may become available more quickly for some occupations than for others. To expedite needed training programs, action should be taken to verify training needs and otherwise commence training program initiation as data become available for individual occupations.

D. Potential Trainee Supply

Occupational net labor needs are shown in column 13 of worksheet 3. Entries in this column reflect the net difference between the demand (col. 8) and the supply (col. 12). For each occupation for which substantial net worker needs are indicated, it will be necessary to ascertain whether there is a sufficient number of acceptable potential trainees to warrant the establishment of a training course. This determination will require inspection of local office application cards, review of ES-203 data, consultations with placement and claims officers, labor economists, informed persons outside the agency, and older worker, youth program, veteran and minorities group specialists. It will be important to establish for each of the occupations under consideration whether a trainable labor supply likely to possess the necessary aptitudes, motivation, and ability to perform on the job exists or does not exist. In either case, this fact should be noted accordingly for each occupation.

★ U.S. GOVERNMENT PRINTING OFFICE : 1965 O—767-383